DOT eLECTRONIC LEARNING MANAGEMENT SYSTEM (eLMS)

Quick Reference Guide

Quick Reference Guide
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ELMS Quick Reference Guide

This Job Aide is to acquaint FMCSA employees with how to access and use the Learner side of the new DOT electronic Learning Management System (eLMS).   Best practice - Please read through this job aide first before accessing eLMS.

Login to eLMS

All employees will access their Learner account using the following web address -
https://elms.dot.gov/learner/login.jsp   (Open Explorer and type in address)

Login Screen

Enter your **User Name** and **Password**, and click on the red Submit button. Your **user name** is the **first initial of your first name**, **last name**, and then the **last four digits of your SSN**. Example: Bill Smith's username would be BSMITH1234. Be sure to **enter this in all capital letters**.

In the **Password** field, enter your password according to the instructions in the table below:

IF	THEN	EXAMPLE
You have logged onto eLMS before	Your User ID and Password has not changed	
You are a first time user and you started with FMCSA <u>prior to April 1, 2005</u>	Your temporary password isPass1@last 4 digits of your SSN	If you SSN ends in 6829, your password is **Pass1@6829**
You are a first time user and you started with FMCSA on or <u>after</u> **April 1**, 2005	Your password is P@ssw0rd	P@ssw0rd (zero)

If eLMS does not prompt you to change your password upon entering it, please do the following:

- Under the **Personal** Menu - Click on the **Profile** submenu
- Scroll down the screen till you see the Password option in blue
- Click on the word "Password"
- Following the directions, changing from the temporary password to a password created by you.

- The protocol for creating a password in eLMS is:
  - A Capital Letter
  - A minimum of 6 Alpha
  - Two numbers
  - One Symbol
  - **Example**: Sunlight01!

Note: Users have the ability to login into eLMS 5 times before eLMS will lock you out.

If you have tried 3 or 4 times to login and eLMS is still not allowing you access, please use the feature shown at the bottom of your login screen "**What if I forgot my password**"? **Click Here**".

Your password will be e-mailed to you.   If you do not receive your password within the next 15 – 30 minutes , please contact the eLMS Help Desk at (405) 954-4568, or contact your Training Coordinator– there may be a problem with your e-mail address listing in eLMS.

<u>Terminology</u>

Some of the terminology we used under our old Learning Management System (LADS) is the same in eLMS; however, some has changed. Below are the terminology changes:

eLMS (New)	LADS (Old)
Learner	Employee or User
Scheduled Offering	Session
Item	Course

System Features

■   Any wording **underlined in Blue** in eLMS is clickable and will either take you to another

screen or give you more information.

■ **Do Not Use** the **Microsoft Internet Explorer** [Back ▼] **Back Button**.
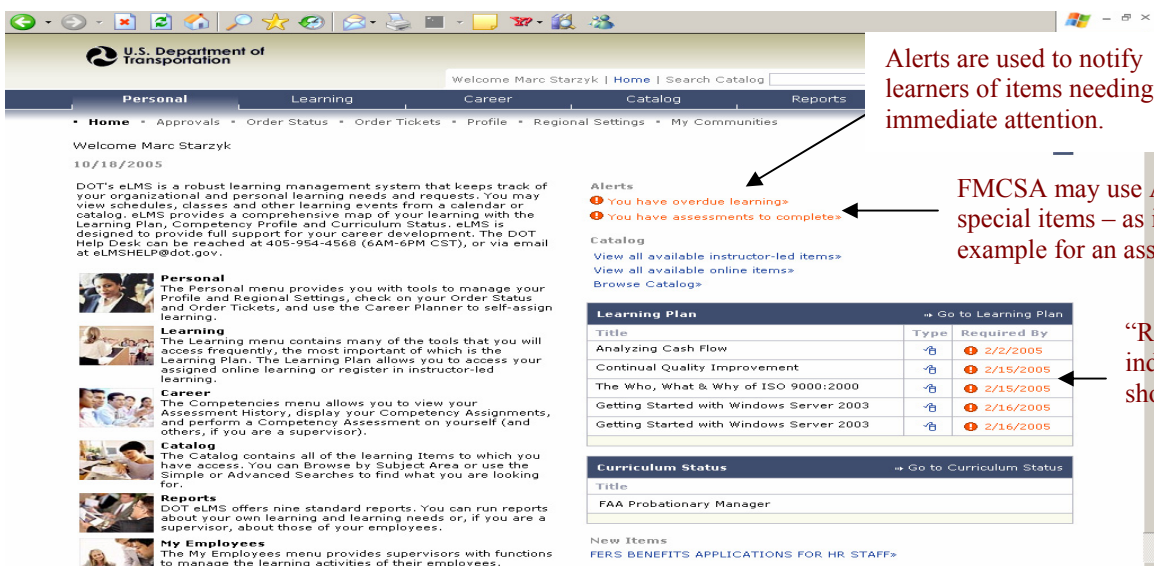
■ **Only** use the back options [← Back]   (there's more than one type throughout eLMS) , or if no

back option on page, click on a menu option to take you to another page.

■ [Help] System Help – Found at Top Right Hand of Screen.

[Contents]   [Index]   [Search]   [Glossary]

Users can access System Help for all functions of the Learning Management System.

■ [?] Page Help – Users can use Page Help if they have questions on terminology, definitions,

and in some cases, "How To" do a function on the page they are presently accessing.

■   Alerts on Learner Desktop or on Learning Plan are used to notify you of items needing your
immediate attention. For example, overdue learning or at other times use the Alert function for
special instances where a particular audience needs to complete something specific – Example:
An Assessment.

Alerts are used to notify learners of items needing immediate attention.

FMCSA may use Alert for special items – as in this example for an assessment.

"Required By" dates indicates when courses should be completed.

Learner Desktop – Home Page

Once logged into eLMS you will be taken to your "Learner Desktop Home Page". Located on your Learner Desktop are navigation menus that allow you to perform a simple search of the catalog, or browse the catalog. You will also see your portion of your Learning Plan, and your Curriculum.
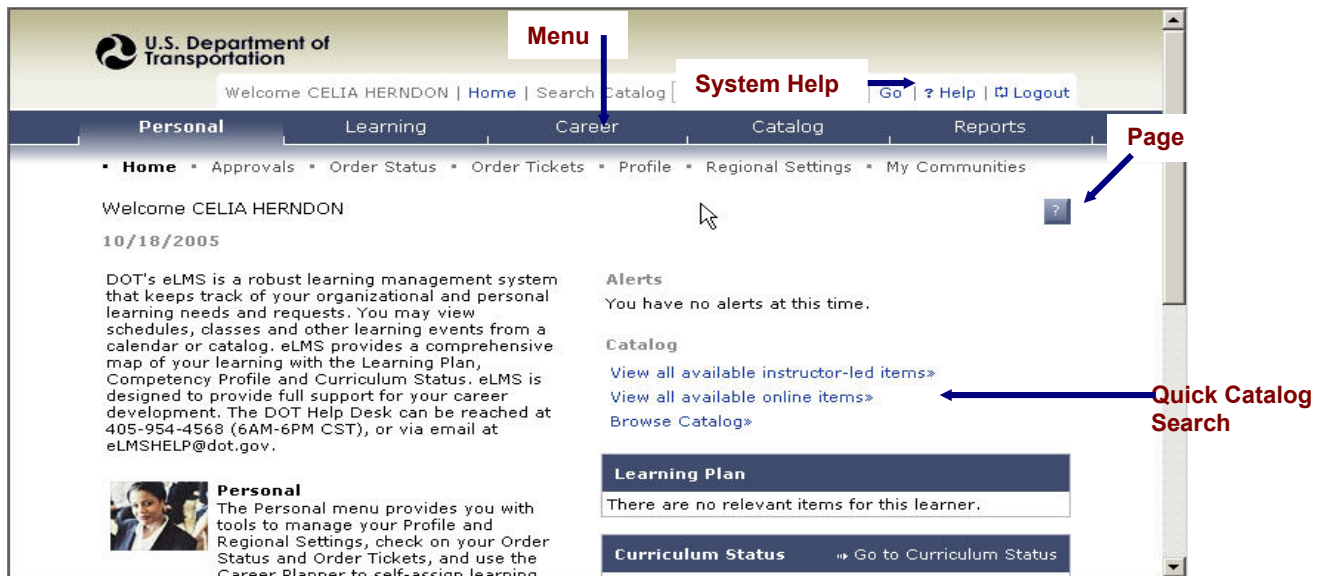
Menu

The Menu allows a user to navigate throughout the Learner side of eLMS. **Note**: You will find some of the Menu choices have not been activated yet because FMCSA is not using all functionality in eLMS at this time. (See Page 8 for description of menu topics and whether FMCSA is using them at this time.)

Note: While using eLMS there will be times when you will need to go back to the previous screen. Please **do not use** the Microsoft Back button. There should be a type of a back option on most eLMS screens, which will take you back to another page.
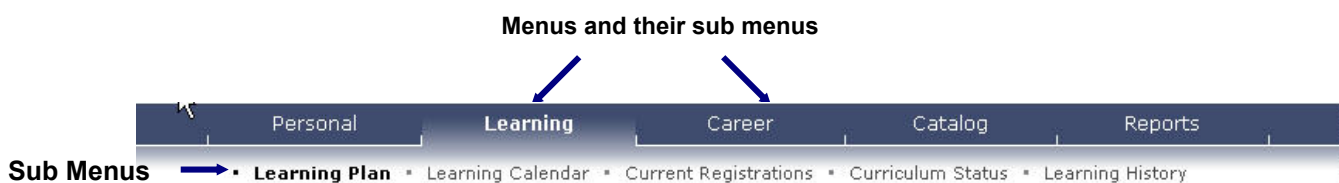
There are **5 Menus for Learners** and under each Menu are **multiple sub menus** –

■ Personal

- **Home** – This is the User Learner Desktop. The Desktop gives the user a summary of what is going on in his/her training environment.

- **Approvals –** There are two processes that require your approval: the Assessment Process and the Training Request process. In the Approval page, you can manage the approvals necessary for both processes.

  To make approvals and review assessments from the Assessment Process, click the

    Performance Management link.

  To make approvals for Training Requests, click the

    Training Requests link.

- **Assessment Process**

  A Training Coordinator can designate you as an **Approver** during the **Assessment Process**. Approvers interact with two other types of users: **Raters** and **Nominators**. Raters are users who fill out a survey to rate, or assess, a learner. Nominators are users who nominate, or select, the raters who are going to be evaluating a learner. As an Approver, you can do the following:

    - Accept or reject the raters selected by the nominators.
    - Remove raters selected by the nominator.
    - Add raters whether you accept or reject the nominations.
    - Review the results of a learner's assessment.

- **Order Status** (Not in use at this time)

- **Ticket Status** (Not in use at this time)

- **Profile** – The Profile area is divided into three sections –

    - Employment & Account Information - Employee's can edit only one area of their profile and that is their Password. To change your Password, click the **Password** to open the editing password page. Make your changes and click "Apply Changes". The Profile page will re-appear.

    - Contact Information – This information can be updated by your Training Coordinator.

    - Notification Settings – This area allows the Learner to designate whether they want certain E-mails to come to them. You need to check the boxes of those notifications you wish to receive.

- **Regional Settings** - Your regional settings will determine the formats and standards used to display the information available to you. These settings have been set for all users having access

to eLMS.

■ **My Communities** - The My Communities feature is a collaborative tool that enables you to conduct threaded discussions/online communities (forums) through Plateau Learning. Once you subscribe to a community, you can read messages from other learners, respond to them, and create new topics. The tool supports three types of communities: Learning Item-based, Scheduled Offering-based, and General. The first two are automatically grouped by subject areas. Communities in Plateau are administered by three user-types: **Administrator**, **Instructor** and a **Moderator**. Both the administrator and instructor manage communities from the Plateau Administrator application. The privileges of the moderator are managed by the administrator or instructor. The moderator (learner) runs his/her community functions in the Plateau Learner. If you are a moderator, you have access to additional functions.

■ **Learning**

■ **Learning Plan** - This area displays the complete list of items specifically requested by you, or assigned to you by your supervisor/manager based on your learning needs. The list can include items that you are required to complete on a recurring basis and the list shows items that you have not yet successfully completed. You can launch and/or remove an Online Training item from your Learning Plan.

■ **Learning Calendar** – Your learning calendar is a graphical calendar view of the FMCSA Catalog Items in which you are enrolled. You can view the calendar in three different views: Daily, Weekly, and Monthly. In the monthly view, you can scroll through the calendar in monthly or yearly increments using the Previous and Next buttons provided at the top of the Monthly calendar view.

■ **Current Registrations** - This page displays the FMCSA Catalog Scheduled Offerings for which you are registered.

■ **Curriculum Status** - The Curriculum Status contains a list of curricula that have been assigned to you. Each curriculum title links to the Curriculum Details page where you can view the curriculum's items and register for the items, or request that the items be added to your current registration. On the Curriculum Status page, you can also view the sub-curricula associated with each curriculum.

■ **Learning History** – The Learning History page shows you a summary list of items that you have completed and the dates the items were completed.

■ <u>Career</u>

- **Development Plan** - Your Individual Development Plan (IDP) is a specific collection of goals and activities put together by you with the collaboration of your supervisor, for your career and professional development. Please note that your role as a learner in creating or modifying your IDP is determined by the privileges you are granted by the training administrator. Your IDP generally reflects your current and future development needs based not only on your current Job Position, but also positions that may be of interest to you in the future. It may also include not only your professional goals but personal ones as well. You may choose to solicit the input of a Coach to develop your IDP; however, the Coach is NOT involved with the approval process of your IDP.

- **Assessment Status** - (Limited use at this time.) The Assessment Process evaluates learners' Competencies. During the process, learners are assessed by supervisors, peers, or themselves. The assessments are based on the competencies assigned to learners. To describe the learner's performance in each competency, there are surveys that raters fill out when they assess the learners. The survey is submitted to the Training Coordinator and a reviewer who review the results. Raters who will assess you are usually nominated by someone (this may be you) and then approved by another. When complete, the survey may be submitted to your supervisor to review the results.

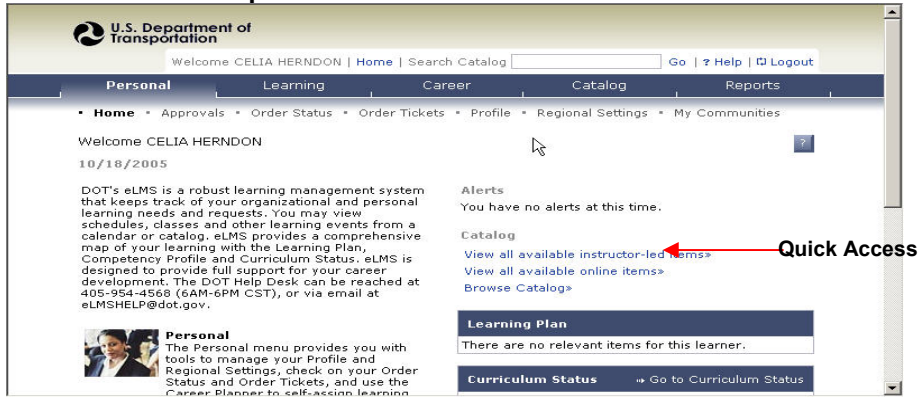- **Assessment History** - (Limited use at this time.)
- **Competency Assignment** - (Not in use at this time.)
- **Career Planner** - (Not in use at this time.)

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■ <u>Catalog</u>

There are two ways to access the catalog: 1) Quick Access via Learner Desktop, or 2) by clicking the Catalog menu option.

■ Learner Desktop - Quick access

■ Catalog Menu - clicking on one of the below listed Catalog submenus allows the Learner to view/search the Catalog in different ways -

■ Browse Catalog –
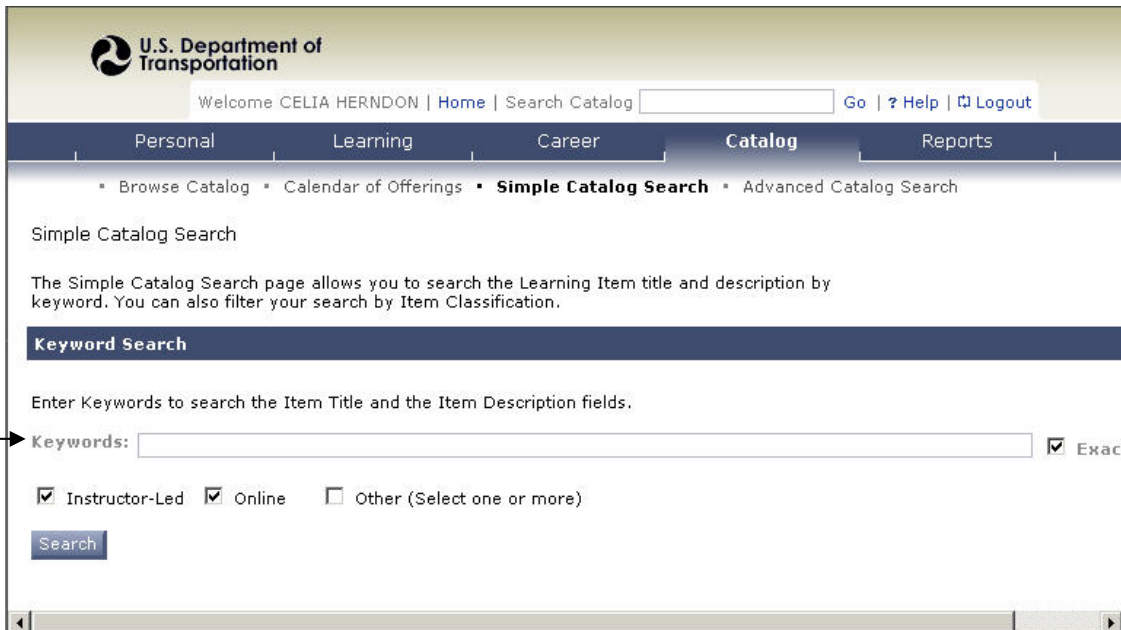
- ■ Click on the submenu "**Browse Catalog**"

- ■ Click on "**Expand All**"

- ■ Scroll down through the Subject Areas.

- ■ Click on the subject area that interests you.

- ■ Each Subject Area will have course items under it. To look at the course items, scroll using the **right hand** scroll bar.

- ■ To see a course item for which you'd like more info, click on the blue item title.
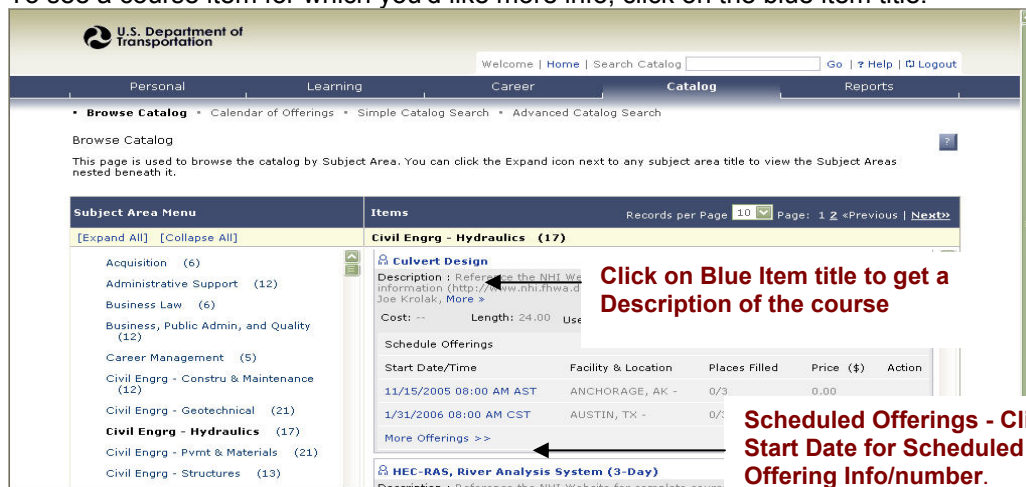
- **Calendar of Offerings** – On the **Calendar of Offerings** page, Learners can view scheduled offerings in a calendar view. All scheduled offerings appear in the calendar. When there are too many scheduled offerings to display their titles, the number of offerings appears.
- **Simple Catalog Search** – If you know the specific or part of the name of the item of training for which you are looking, enter that info in the keyword area and hit return; or if you would like to scroll through the catalog to see what the catalog offers, click on the blue search button Search without placing any info in the keyword field.

- **Advanced Catalog Search** – Click on the submenu "Advanced Catalog Search" to narrow your quest for a specific training item; or broaden your search to find training which may fall into different subject areas.

- **Reports** – allows user to generate nine different reports
- Items Requests
- Item Status
- Learning Plan
- Learning History
- Learning Hours
- Learning Needs
- Curriculum Status (Not available/in use at this time)
- Learning Information
- Tuition (Not available/in use at this time)

Learning Plan
Read and follow the steps below for enrolling in a catalog item and/or launching a web-based item until you are comfortable with process.

eLMS Learning Plan shows you which Web-Based Training Items and FMCSA Catalog Items in which you are enrolled.

Note: At this time, no external (Locally) enrolled courses will show up on your Learning Plan.

Personal	Learning	Career	Catalog	Reports

• **Learning Plan** • Learning Calendar • Current Registrations • Curriculum Status • Learning History

Steps To Enroll In an FMCSA Catalog Item

FMCSA Catalog Training - You may peruse the FMCSA Catalog for FMCSA Items (courses) to see if that course has any scheduled offerings (sessions) available. If you see a scheduled offering that you wish to take, you need to complete the following steps to enroll in an FMCSA Catalog Item:

- Log into eLMS.
- Click on the quick link "View all available instructor-led items" on Learner Home Desktop.
- Under "Keyword" enter part or the whole name of the course for which you are looking and hit your return key. If your search was successful, you will see course(s) listed.
- Click on the course name in blue to read a description of the course.
- Click on the back link on the description page to go back to the search list from where you came.
- If the course has a little **blue** side arrow – <u>example</u>: ► **Geotechnical Instrumentation** the blue side arrow designates that the course item **has a scheduled offering (session) available.**
- Click on the **small blue side arrow** and the scheduled offering(s) for this course will appear.

Keywords: geotechnical   ☐ Exact Phrase

☑ Instructor-Led ☐ Online ☐ Other (Select one or more)

Search

Catalog Search Results

Title	Type	Price ($)	Status	Action
► **Geotechnical Aspects of Pavements**	👤	--	--	Add to Learning Plan
▼ **Geotechnical Instrumentation**	👤	--	--	Add to Learning Plan

Start Date/Time	Duration	Facility & Location	Price ($)	Action
8/8/2006 08:00 AM EST	2 days	CLEARFIELD, PA -	0.00	

- If you see a scheduled offering date/location you are interested in taking, **click on the date/time in blue**. The screen that comes up should show the Scheduled Offering number and other information needed to get you enrolled into the scheduled offering.

- To register in a scheduled offering, you must either use the Calendar of Scheduled Offerings or you must select the Add to Learning Plan button and then register from your learning plan.
- Your Training Coordinator can also enroll you into a scheduled offering. Once your Training Coordinator enrolls you, you will see in your Learning Plan your registration into this course Scheduled Offering.

Note: It is required that your supervisor approves your request for registration. Your supervisor may approve your request in eLMS (if the approval process is available for the selected schedule offering) or by signing a printout of the schedule offering and giving it to your training coordinator.

Web-Based Training

Online Web-Based Training - All DOT Federal employees have access through eLMS to approximately 1800 web-based training courses. **To use this DOT online web-based training during Duty Hours, employees will need to receive approval from their immediate supervisor.** If you have any questions regarding the process of usage of this training, please contact your Training Coordinator.

If you have your supervisor's approval to take eLMS Online Web-Based Training during duty hours, you may choose from the Catalog web-based training courses and place these courses in your Learning Plan to take in the future; or the you may choose a web-based training course and Launch (take) the course immediately.

Steps to Access Online Web-Based Training

■ Login into eLMS.

■ Click on the quick link "View all available online items" on Learner Home Desktop.

■ Under "Keyword" enter part or the whole name of the course you are looking for and hit your return key. If your search was successful, you will see course(s) listed.

■ Click on the course name in blue to read description of course.

■ Click on the back link on the description page to go back to the search list from where you came.

■ If you wish to take the web-based training course **later**, click on the "Add to Learning Plan" button on the right hand side of screen

■ If you wish to take the web-based training course **now**, click on the "Launch Course" button

Note: While taking the web-based training, if you do not have time to finish the training please make sure you use the "**Exit**" Menu option listed on the Online Training Menu so the system will **bookmark** where you want/need to stop your training (this allows you to return to where you left off). Not using the Online Menu Option "Exit" may result in your having to start the training from the beginning again.

Credit for Web-Based Training

If you wish to have the web-based training added to your Training History, you must complete the Online Training by going through the course and after each lesson taking the corresponding test. **You must receive a 70% or better for each test taken to receive credit for the course.**

 Note: When completing your web-based training for credit, **please make sure you complete all** the requirements/objectives of this web-based training course.

Learning History

The Learning History page shows a summary list of items you have completed and the dates the items were completed. To view specific item details in your learning history, click the corresponding blue title of the item. FMCSA employees do not have the capability to edit or delete items from their Training History. If there is a problem with your Training History, please contact your Training Coordinator.

Your Training Coordinator is the only person who can add any training taken from previous years to your training history. Training Coordinators will add to the history from previous year(s) if you have something (a certificate) showing completion of the training. **Exceptions to this guidance requires approval from FMCSA National Training Center**.

Note: In eLMS there might be a button called "Print Completion Certificate" alongside some of your listed Training History. If you wish, you may print a copy of your completion certificate for your record.

Reports

Reports allow a user to see/print information from the Learning Plan, Learning History, etc.,
To access reports:

- click on the **Reports** Menu Item.
- Find the report you wish to generate, and click that report's **Title**.
- Indicate if you want the reports generated for **Yourself**, **Your Subordinates** (if you are a supervisor), or **Both**.

- Enter, if you wish, a **Title**, **Header** and a **Footer** for the report.
- Select the Report Destination (**Browser** or **Local File**).
- Select the report format (**XML**, **CSV**, **HTML**, or **PDF**) using the corresponding radio buttons (normally user will choose HTML or PDF unless they want to take the information from the report and drop the information into an Excel or Access file).
- Use the corresponding checkbox to Indicate if you want to **Mask the Learners' Ids (should be masked)**.
- You may choose to have **Page Breaks Between Records**.

Supervisors/Managers

There is a sixth Topical Menu for Supervisors/Managers. Five of the Menus are the same as for Students -- the sixth Menu for Supervisors/Managers is called "**My Employees.**" The My Employee Menu allows supervisors/managers to manage their employees.

Under "My Employees". Supervisors can see their subordinates Profiles, Learning Plan, and Learning History as well as add learning needs to employee's learning plans.

To see your subordinates records do the following:
- Click on My Employees.
- Click on the **Select** Radio Button at far right of screen of employees record you wish to enter.
- Click on Change to Selected Learner button.
- Proceed through employees records as needed.

Note: If one of your subordinates also supervises employees, you also have access to those employees' records. Click on the small side arrow beside your subordinate's name and his/her employee's names will appear. (see following example)

Click on the Select Radio Button for employee you wish to see and then click the "Change to Selected Learner" button.

Click on small blue side arrow and you will see employees your subordinate supervises.

Help

The DOT Help Desk will help users with Online Access/IT related problems encountered while working in eLMS or if you are having problems accessing eLMS.

The Help Desk is in Oklahoma City, OK, and users may contact the Help Desk from 6:00 a.m. to 6:00 p.m. CST, Monday through Friday. The phone number is 405 954-4568 – A Helpline specialist will be there to assist you, or you may send the Help Desk an e-mail from your desktop describing your question/problem and they will respond back to you. The Help Desk e-mail address is eLMSHelp@dot.gov

If you have questions regarding the FMCSA **process of training** – **Example**: What type of training should I take? How can I receive credit for the training I have taken? My Personnel Data is not correct who should I contact? I have a course I took 2 years ago and it is not showing in my Training History, how do I get it in my history? For these types of questions, users should contact their Organization's **Training Coordinator** since the Help Desk will not know FMCSA's internal processes.

Users also may access the DOT eLMS Website, for additional information on eLMS. The website's address is - http://elms-info.dot.gov